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Minutes – Approved  
Public Records Board  
August 22, 2016; 1:00pm – 3:30pm  
Legislative Audit Bureau  
22 E. Mifflin St – 4<sup>th</sup> Floor Conference Rm

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Board Members Present: Matt Blessing, Sandra Broady-Rudd, Carl Buesing, Paul Ferguson, Anne Sappenfield, and Peter Sorce

Board Members Excused: Melissa Schmidt

1) **Call To Order:** 1:01 PM.

2) **Approval of May 23, 2016 Meeting Minutes:** The Board reviewed the May 23, 2016 draft minutes. Peter Sorce moved, seconded by Sandra Broady-Rudd, that the May 23, 2016 minutes be approved as amended. The motion was approved.

Member	Aye	No	Abstain
Sandra Broady-Rudd	X		
Carl Buesing	X		
Paul Ferguson	X		
Anne Sappenfield	X		
Peter Sorce	X		
Matt Blessing	X		

3) **Comments from Chair:** The Board Chair, Matt Blessing, overviewed his observations regarding state archive programs nationwide which were discussed during his attendance at a joint conference of the Society of American Archivists and Council of State Archivists the previous week. He said at least 10 states are building new archive facilities in a wide range of styles and expenses, including Wisconsin. He noted the topics and discussions made it apparent that we are still living in a paper and electronic hybrid world and that there is a growing sense of optimism among archivists that software systems and platforms for the management of electronic records are becoming cost-effective and practical for long-term preservation. The Wisconsin Historical Society is moving forward with their project in electronic records management. They received a grant for the project from the funding arm of the National Archives and are working with four state agencies during the pilot. Another significant topic was the ongoing need for the continual increase in education and training on records management and preservation. This will be one of the main goals of the proposed Operations and Training Advisory Committee being discussed later on the agenda. He also said that state archives are becoming much more entrepreneurial in nature, seeking funding from gifts, grants, and endowments more than ever. Additionally, several state archives are working with corporate vendors such as Ancestry.com. The key when working with these vendors is to ensure that public records stay publicly accessible for in-state residents.

#### 4) Committee Reports

##### a. Records Management Committee:

- i) **Review of Records Retention Disposition Authorizations (RDAs) on Third Quarter 2016 Public Records Board (PRB) Record Series Index:** The Committee Chair, Paul Ferguson, remarked that the majority of the issues and suggestions made were routine in nature. He noted that there was significant discussion on a RDA submission from the Department of Corrections (DOC) regarding training records. At this time, DOC has withdrawn all of their submissions for the quarter. Paul also reviewed two RDAs from the Waukesha County submission, A0125 and A0136, the Committee's recommendations suggested during their July meeting, and the final draft of the submission. The Board members discussed the submission and decided to withhold approval of the two RDAs. At this time the Board Chair asked Board members if they had any remaining questions regarding the index or this quarters' submission. The Board had questions on, and discussed at length, the general records schedule submission for public libraries. There were concerns about specific RDAs and the introductory remarks of the document. The Board members decided to withhold approval of the entire general schedule.

Carl Buesing moved, seconded by Peter Sorce, that the third quarter 2016 PRB Record Series Index be approved with the exception of the Wisconsin's Public Libraries and Public Library Systems General Records Schedule in its entirety and the two record series, A0125 and A0136, from the Waukesha County submission. The motion was approved.

Member	Aye	No	Abstain
Sandra Broady-Rudd	X		
Carl Buesing	X		
Paul Ferguson	X		
Anne Sappenfield	X		
Peter Sorce	X		
Matt Blessing	X		

##### b. Policy Committee:

- i) **Reorganization of the PRB Committee Structure:** The Committee Chair, Matt Blessing, overviewed the history of the current committee structure and the proposed changes. The proposed structure is intended to make the most efficient use of current resources and update the Board's management and oversight structure. He reviewed the membership and focus for each of the three proposed committees: Records Management Committee (RMC), Policy and Governance Committee, and Operations and Training Advisory Committee. The least affected committee will be the RMC. The Board members discussed the proposal and requested minor changes. Carl Buesing moved, seconded by Sandra Broady-Rudd, that the proposed committee structure be approved as amended and the changes be enacted effective immediately. The motion was approved.

Member	Aye	No	Abstain
Sandra Broady-Rudd	X		
Carl Buesing	X		
Paul Ferguson	X		
Anne Sappenfield	X		

Peter Sorce	X		
Matt Blessing	X		

- ii) **State Agency Records Schedules on PRB Website:** Kathryn Egeland gave a presentation to the Board regarding their directive to post agency RDAs on the Board website. She showed them a test site reflecting the changes requested, the new landing pages that will be built, examples of the reports which will be posted and language updates for the Record Series Index. Board members asked questions and suggested minor revisions. The website and index language updates were approved by consensus. The changes will be completed by September 9, 2016.

## 5) Other Business

- a. **Proposed PRB-001 Revisions:** Linda Barth overviewed proposed revisions to the RDA forms. She noted the revisions will be made to both the PRB-001 and PRB-003 forms. The revisions reflect the Board's recent conversations about gaining clarity on "new" RDA submissions. Board members suggested a minor edit to the PRB-003. Linda will work with the State Records Center staff to finalize the forms in a timely manner so they can be utilized for the first quarter review cycle in 2017. Carl Buesing moved, seconded by Peter Sorce, that the revised forms be approved as amended. The motion was approved.

Member	Aye	No	Abstain
Sandra Broady-Rudd	X		
Carl Buesing	X		
Paul Ferguson	X		
Anne Sappenfield	X		
Peter Sorce	X		
Matt Blessing	X		

Meeting Adjourned at 2:59 PM.

Next scheduled meeting: November 14, 2016.